

[Date]

[Name of Company Representative]
[Title of Company Representative]
[Name of Company]
[Address of Company]

Dear [_____]:

On behalf of the International Transplant Nurses Society, [_____] Chapter, I would like to request financial support from [NAME OF COMPANY] to provide a regional educational program to assist staff members in [_____] (*example: preparing for the Certified Clinical Transplant Nurse [CCTN] examination offered by the American Board of Transplant Certification or Educational speaker on Marginal Donors Issues in Transplantation.*)

Our educational program would include speakers on topics pertaining to immunosuppression, organ-specific transplantation, and patient education.

We are requesting \$2,500.00 to help cover the costs of a venue, honoraria, continuing education units, and food service. We are planning to hold this educational program on [DATE] at [SITE OF PROGRAM].

If [NAME OF COMPANY] is able to support this request, please make a check payable to [NAME OF LOCAL CHAPTER]. Our tax ID number is: [_____]. Please mail the check to [NAME OF CHAPTER OFFICER] at [COMPLETE ADDRESS OF CHAPTER OFFICER].

Thank you in advance for your support of this educational program!

Sincerely,

[NAME OF ITNS CHAPTER REPRESENTATIVE]

[TITLE OF ITNS CHAPTER REPRESENTATIVE]